

# BEAVERTON POLICE DEPARTMENT

# GENERAL ORDER

NUMBER: 7.01.00  
SUBJECT: PERSONAL GROOMING STANDARDS  
EFFECTIVE: MAY 23, 2008  
REVIEW: MAY 2009, 2010, 2011, 2012, 2013

1. PURPOSE. Conservative grooming projects the image of an alert, responsive agency that takes pride in its work.
2. POLICY. It is the policy of this department that all members shall present a professional appearance, and all members shall comply with the specifications outlined in this order.
3. PERSONAL GROOMING STANDARDS. These standards shall apply to all members.

A. Male hairstyles and grooming standards.

- 1) All uniform male members, whether sworn or non-sworn, shall keep their hair neatly trimmed and conservatively groomed.
- 2) The wearing of a mustache is allowed, but the wearing of a beard is not. If worn, a mustache must be kept neatly trimmed. The mustache must not exceed the upper vermilion of the lip or extend more than 1/4" beyond the corners of the mouth.
- 3) Sideburns may not extend below the bottom of the earlobe, and must end with a clean horizontal line and not flared out at the bottom.
- 4) A man's hair shall not touch his shirt collar or extend over the top of the ears. The hair shall be clipped so as to be evenly graduated around the sides and back of the ear.
- 5) Dyed, tinted or bleached hair must be within an acceptable color range, and must be professional in appearance.
- 6) Hair must be styled in such a manner so that it does not interfere with the proper wearing of the uniform headgear or any specialized equipment assigned for use.

- 7) Non-uniform male members, whether sworn or non-sworn, shall adhere to the same hair and grooming code as uniform members, but final determination will be at the discretion of a commander.
- 8) Non-uniform, sworn male members may be temporarily excused from these hair and grooming regulations while on undercover assignment. However, such members shall again comply with these regulations once the special assignment is completed or whenever wearing the official uniform.

B. Female hairstyles and grooming standards.

- 1) All uniform female members, whether sworn or non-sworn, shall keep their hair neatly and conservatively groomed.
- 2) Hair may touch the collar but may not extend below the lower edge of the collar. Hair shall be neatly trimmed and shaped and of a length that permits wearing of the uniform cap or hat or other department emergency equipment and that will not interfere with security and effectiveness when dealing with violators.
- 3) Dyed, tinted or bleached hair must be within an acceptable color range, and must be professional in appearance.
- 4) Non-uniform female members, whether sworn or non-sworn, shall adhere to the same hair and grooming code as uniform members, but final determination will be at the discretion of the Chief of Police.
- 5) Non-uniform, sworn female members may be temporarily excused from these hair and grooming regulations while on undercover assignment. However, such members shall again comply with these regulations once the special assignment is completed or whenever wearing the official uniform.

4. BODY ART.

- A. Members will not expose any offensive form of body art while on duty, except for reasonable cosmetic purposes or with written approval from the Chief of Police. The Chief of Police or designee will determine whether body art is offensive. The Chief's decision shall not be arbitrary and capricious but shall be based upon acceptable standards for the law enforcement profession and the community served by the Police Department.
- B. Members with visible tattoos prior to June 1, 2008, are exempt from this General Order, however:
  1. No Member shall expose any offensive form of body art which include images that are sexually explicit, racially and/or sexually biased or could be viewed as

discriminatory in nature. Visible body art on the face and neck is prohibited. At the discretion of the Chief or designee, "Sleeve" tattoo art on a member's arms may be ordered to be covered or concealed while the member is on-duty.

2. Exempt members considering additional body art will be subject to this General Order.
- C. For purposes of this General Order, body art is defined as procedures used to alter the body's appearance including, but not limited to, branding, piercing, scarification and tattoos.
  1. Branding. The act of burning the skin for the purpose of creating a design, form, figure of art.
  2. Piercing. The act of creating a hole in any part of the body for the purpose of inserting an object, jewelry or ornamentation.
  3. Scarification. The act of cutting the skin for the purpose of creating a design, form, figure or art.
  4. Tattoo. The act of marking the skin with indelible designs, forms, figures, art, etc. by puncturing the skin and inserting pigment.
5. PROSTHETIC DEVICES.
  - A. Any member who has had prosthetic devices fitted for reasons of appearance and/or utility will wear such devices when on duty.
  - B. Members who need such devices fitted, particularly those requiring the services of a dentist, will make every effort to secure the appropriate prosthesis and services.
  - C. Exceptions will be granted for verified health or medically related reasons.
6. JEWELRY.
  - A. Members may wear wedding rings, engagement rings, fraternity or emblem rings. Necklaces, earrings, bracelets (except medical alert emblems), or other jewelry will not be visible if worn by any uniformed member while on duty. (Female records unit members are exempted, but good taste should apply).
  - B. Watchbands will be of conservative style, not generally wider than the face of the watch.

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Chief of Police

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Date